Honorary Secretary

Introduction

The Nutrition Society is a registered charity and a company limited by guarantee. Primarily it is a membership-based organisation, with membership throughout the world. It is governed by a Board of Trustees, who are in their own right members of the Society. The Trustees are elected by the membership, and serve for a period of three years, with the option to stand for re-election for a second three-year term.

Role of the Honorary Secretary

Meetings and Committees:

As a Trustee of the Nutrition Society and a Director of the company the Honorary Secretary will attend the three meetings of the Trustee Board held each year (traditionally held in January, April, and October). The Honorary Secretary will also attend the three meetings of the Society’s Advisory Council, which are held the day before the three Trustee Board meetings. At the Advisory Council meeting the Honorary Secretary will deliver a report concerning their activities, and deliver a supplementary report to the Trustee meetings if required.

The Honorary Secretary will also attend the Society’s Annual Charity Meeting and Annual General Meeting, both of which are held during the Society's summer meeting.

The Honorary Secretary as a Trustee is an ex-officio member on all the Society’s committees.

Responsibilities:

The Honorary Secretary supports the President and the CEO and provides an important bridge between the Trustees and the staff of the Society. The Honorary Secretary is responsible for three areas of activity:

1. The Governance Committee
2. Awards Panel
3. Support to Council Members

1. Governance Committee

The Honorary Secretary shall Chair the Governance Committee.

Members of the Governance Committee include:

- Honorary Secretary (Chair)
- President of the Nutrition Society
- The Treasurer

- Ex Officio members:
  - Chief Executive
  - Other staff member(s) (as prescribed)
The function of this committee shall be as follows:

Evaluation of the CEO:
The Trustees have a legal responsibility in regards to all aspects of the Society. The Governance Committee will undertake the regular evaluation of the Chief Executive Officer. Tasks include:

- Maintain an executive evaluation policy
- Set annual objectives and criteria
- Conduct the annual executive performance review
- Maintain and review the Society’s CEO Remuneration Policy
- Make recommendations to the Trustee Board

Support to other staff members:
Nutrition Society employed staff report directly to the CEO, who acts as their line manager. Staff may also work directly with a particular Trustee on specific projects, but all employment responsibilities remain with the CEO, including remuneration and working practices. The CEO is responsible for staff disciplinary procedures and proceedings, however if requested by either the CEO or staff member, the Honorary Secretary may act as a third-party mediator.

Governance Review:
In this term of office (commencing in July 2017), the Honorary Secretary will lead the Society in its strategic governance review.

The Nutrition Society functions through its legal documents - the Articles of Association and the Rules of the Nutrition Society. As part of the ongoing strategic review of the work of the Society, and led by the Honorary Secretary, the Nutrition Society plans to undertake a review of its governance structure to ensure that it is fit for purpose.

Led by the Honorary Secretary, and supported by NS Staff and external legal advisers, a systematic review of the NS governing documents will be carried out. This review may include a consultation with current and former trustees, council and committee members. The NS membership will be consulted via a variety of surveys and face-to-face meetings. Outcomes of these consultations may be incorporated in new governing documents.

2. Awards

The Honorary Secretary chairs the Awards Panel, which encompasses several awards and medals:

- Cuthbertson Award
- Julie Wallace Lecture
- Silver Medal
- Gowland Hopkins Award
- Blaxter Award
- Widdowson award (previously known as the Public Health Award)

In addition, they lead and support the following grants:

- Nutrition Society annual travel grants.
- Rank Prize Fund Nutrition Committee Travel Awards.
- IUNS Travel Grants.
3. Support for Advisory Council

The Advisory Council supports the Trustee board in its decision making process. Its role and function is to bring to the attention of the Trustees the views and opinions of the membership and act as the members’ voice in matters that affect them. The implementation of the Society’s new membership management system in 2016, with its potential to develop more effective personalised member communication, is designed to see the Advisory Council’s role expand and be enhanced in the years to come. The Honorary Secretary will provide support and guidance to members of the Council where required to help them develop into more effective and active leaders of their areas of interest. In doing so, this will strengthen the support to the Trustees in their governance of the Society.